

Course Learning Agreement: INFSCI 1720
(As of 7/2022, subject to change)

Instructor

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Course Information

Description: Supervised work in an information environment providing a frame of reference for understanding and an opportunity to apply the skills, methodologies, and theories presented in information science courses.

Course Requirements: Enrollment not permitted if currently or previously completed INFSCI 1720/1085. Must have successfully completed five Information Sciences courses and have submitted an internship for credit via Handshake.

Credits: 3

Grade Component: Satisfactory/No Credit

Course Deliverables

Internship Check-ins

Students can check-in with their course instructor throughout the internship on an as-needed basis.

Internship Evaluations

You will need to prepare answers to the following prompts before you submit your final evaluation:

Internship Details

- Rate your overall internship experience (Excellent, Good, Average, Poor, Terrible)
- Where did you learn about the internship?
- Would you recommend this employer to other students? (Yes, Maybe, No)
- What was the work environment like? (In-person, Hybrid, Remote)
- How would you rate your preparedness in the following career readiness areas? (sample skills will be provided)
- What do you see as your most important competencies for future development? Your greatest strengths?

Final Reflection (written report 2-6 pages in length)

- Briefly describe the internship experience (company, title, working environment)
- Why were you initially interested in working with this employer?
- What were you initially tasked with doing?
- Did your responsibilities change during the internship? If yes, please describe the new responsibilities
- What technical skills have you gained? How will they help you in your career?
- Describe a job-related issue or struggle you experienced – how did you overcome it?
- What did you learn at Pitt which helped you in your internship?
- What could you have learned (in the classroom or outside) that would have helped you in your internship?
- Any additional comments you'd like to share with the course instructor?

How to Complete: To complete the evaluation, access the link through your Pitt email – you should receive an alert 14 days before the semester ends. If you do not, please log-in to Handshake and navigate to the Experiences tab under Career Center. You should see a notification there prompting you to complete the evaluation and upload your report.

Internship Site: Your internship supervisor will also be required to submit an evaluation, which they have the option of sharing with you. If they're unable to complete third-party forms, they must submit a letter of internship completion and

you should submit an internal/company final evaluation form (if possible) to the Manager of Experiential Learning for review.

Deadlines: Students and their internship supervisors must submit a final evaluation prior to the end of finals week (regardless of when the internship ends) to be reviewed by their course instructor. Any major discrepancies between the learning goals agreed upon in the application and the final evaluations could impact the final grade.

Course Agreement

Internship credit is contingent upon the fulfillment of the course deliverables listed on this agreement and the internship responsibilities submitted in the initial application. If those deliverables are not completed for whatever reason (including, but not limited to, the employer changing your duties), you may no longer be eligible for internship credit. If this happens, please consult your faculty sponsor immediately to receive guidance.